

MINUTES OF MEETING  
WINDWARD  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Windward Community Development District was held Wednesday, May 20, 2020 at 2:00 p.m. via Zoom Video Conferencing, pursuant to Executive Orders 20-52, 20-69 and 20-91 (as extended by Executive Order 20-112) issued by Governor DeSantis on March 9, 2020, March 20, 2020, April 1, 2020, and April 29, 2020 respectively, and pursuant to Section 120.54(5)(b)2., *Florida Statutes*.

Present and constituting a quorum were:

Ed Kassik	Chairperson
Jimmy Clark	Vice Chairman
Thomas Franklin	Assistant Secretary
Marvin Morris	Assistant Secretary

Also present were:

Jason Showe	District Manager
Kristen Trucco	District Counsel
David Kelly	District Engineer
William Viasalyers	Field Operations

**FIRST ORDER OF BUSINESS**

**Roll Call**

Mr. Showe called the meeting to order at 2:00 p.m., called the roll and stated the meeting today is being held pursuant to the Governor's Executive Order no. 2052 and 2069, subsequently extended through Executive Order 2112 and 2114 so that the District may conduct meetings of its Board of Supervisors without having a quorum of its members present at any specific location and through the utilization of communication tools like telephone and video media conferencing. This meeting is being held to address those items necessary for the proper operation of the District. Today's meeting is being conducted via Zoom, which allows anyone to participate by video or telephone conference, access information to today's meeting was available on the meeting notice as well as the website and through our office. Public participants were strongly encouraged to submit questions in advance of the meeting. As of now I have not received any comments.

**SECOND ORDER OF BUSINESS**

**Public Comment**

Mr. Morris stated there is a small park near Lot 86, which is next to mine and it seems like the water issue has been resolved. I'm getting frequent watering right now and things are looking better, but that area does need to be redone. It looks horrible. I know you wanted to wait but I think the time has come that we can start moving forward with it.

Mr. Viasalyers stated I met with Down to Earth this morning and we did review that area and they are getting some costs together for replacement.

Mr. Morris asked what about the curb area on Hanson Bay?

Mr. Viasalyers stated we are working on getting that little crack repaired.

Mr. Morris asked what timeframe are you looking at?

Mr. Viasalyers stated I need to follow-up with the vendor and find out and I will get back with you.

Mr. Morris stated you need to put up some signs, the gate leading towards Mystic Dunes. Has that been done yet?

Mr. Viasalyers stated I was going to speak to that under my report. We met with Ed out there, reviewed the area and I recently got the signs and they will be installed by the end of the week.

Mr. Morris stated excellent.

Mr. Kassik stated I would like to speak to the water issue. TOHO did get the new screens installed on their reuse system and hopefully, we won't be getting all the trash in the system and the sprinkler heads will start working better.

**THIRD ORDER OF BUSINESS**

**Approval of the Minutes of the February 19, 2020 Meeting**

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the minutes of the February 19, 2020 meeting were approved as presented.

**FOURTH ORDER OF BUSINESS**

**Ratification of Funding Agreement with K. Hovnanian at Mystic Dunes, LLC**

Mr. Showe stated next is ratification of the funding request with K. Hovnanian at Mystic Dunes, LLC so that they will fund the expansion costs so we can start the process of expanding the District boundaries to include Parcels H and I.

On MOTION by Mr. Kassik seconded by Mr. Franklin with all in favor the funding agreement with K. Hovnanian at Mystic Dunes, LLC was ratified.

**FIFTH ORDER OF BUSINESS**

**Consideration of Resolution 2020-05  
Approving the Proposed Fiscal Year 2021  
Budget and Setting a Public Hearing**

Mr. Showe stated the next item is the start of our budget process. The resolution approves a proposed budget, which is attached as Exhibit A, sets the public hearing for August 19, 2020 for the final budget and directs us to transmit this budget to Osceola County at least 60 days prior to the public hearing as required by statute. The budget is fairly level and at this time does not contemplate an increase in assessments. We are getting final costs for additional landscaping but we do have some excess in some line items that we believe will accommodate that. At this time we would request a deficit funding agreement from the developer as we have done for the past several years so that to the extent things that are not contemplated in the budget come online and need District funding, we would have a source to fund that from the developer. The debt service remains level.

Mr. Morris stated there is a new line item called facility maintenance. What is that?

Mr. Showe stated we have had to bring in some maintenance staff to take care of the outside of the building, especially the guard shack, pressure wash it and we have been doing that once per month and in the budget we anticipate doing that twice per month.

Mr. Viasalyers stated once a month they come out and check the a/c filter and any other items that may need to be repaired inside the guard house from normal wear and tear and we pressure wash and clean.

Mr. Morris asked are we going to be able to have an in-person meeting in August?

Mr. Showe stated at this time the governor's order that allows us to meet this way continues through July 7<sup>th</sup> and he can extend that it could fall off or he could rescind it.

On MOTION by Mr. Franklin seconded by Mr. Morris with all in favor Resolution 2020-05 approving the proposed Fiscal Year 2021 budget and setting the public hearing for August 19, 2020 was approved.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

Ms. Trucco stated we are working on the petition to expand the CDD for Parcels H & I, that is just about wrapped up and you will see more about that and at the next meeting we will have a resolution regarding that expansion. We are also working on the conveyance of a lift station to the CDD and then to the TOHO Water Authority.

**B. Engineer**

Mr. Kelly stated we sent out the remainder of the expansion area exhibits this morning. I did sign the certification for the lift station, that is completed and accepted and we mailed the original documents to Latham. As far as construction is concerned from my field guys the two phases, one of which is Tract H and Phase 3B on the area south of the amenity center has been mostly cleared and according to my field guys it will be placed on hold once it is cleared. He stated that right now we are continuing with the burning, but haven't burned much in the last week due to the wind. We are a slow rolling project with clearing, we did receive approvals of the final phases from Osceola County and will be holding a preconstruction meeting on that as quick as I can; I'm waiting for K. Hov to give me the release to go full board on this.

**D. Manager**

**i. Approval of Check Register**

On MOTION by Mr. Franklin seconded by Mr. Kassik with all in favor the check registers were approved.

**ii. Balance Sheet and Income Statement**

A copy of the balance sheet and income statement were included in the agenda package.

**iii. Presentation of Number of Registered Voters - 210**

A copy of the letter from the Supervisor of Elections indicating that there are 210 registered voters residing within the District was included in the agenda package.

**SEVENTH ORDER OF BUSINESS**                      **Other Business**

There being none, the next item followed.


**EIGHTH ORDER OF BUSINESS**                      **Supervisor's Requests**

There being none,

**NINTH ORDER OF BUSINESS**                      **Adjournment**

The meeting was adjourned at 2:15 p.m.

On MOTION by Mr. Clark seconded by Mr. Franklin with all in favor the meeting adjourned at 2:15 p.m.

  
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Secretary/Assistant Secretary

  
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Chairman/Vice Chairman